

## BEFORE YOU BUILD ...

### ... UNDERSTAND THE TERMS OF YOUR BUILDING PERMIT

#### READ YOUR PERMIT CAREFULLY:

Understand all permit  
terms and conditions  
before starting your project!

This brochure summarizes some important requirements that you need to abide by during and after construction. Use it as guidance in understanding the terms of your building permit. It is important that

you know exactly what activities LURC has authorized before you begin construction because your permit is only valid if you comply with all of its **conditions of approval**. If you have questions about your permit, call the LURC office that serves your area (see the back of this brochure for contact information). If you see an error in the permit or wish to make changes to the authorized activity, call LURC to request any necessary amendments to your permit.

### ... GET ALL REQUIRED LICENSES

Be sure to **obtain all other permits and approvals** required for your project, including possible wetland permits from the U.S. Army Corps of Engineers and driveway permits from the Maine Department of Transportation, before starting any work.

If you are building any new structures, making changes to existing structures, or continuing use of an existing septic system, you may need a **plumbing permit** from the Division of Health Engineering (DHE). Contact DHE or your local plumbing inspector to obtain a plumbing permit before starting your project. If you have questions about the Maine plumbing code, call the DHE at (207) 287-5338 or visit their web site ([www.maine.gov/dhs/eng/plumb](http://www.maine.gov/dhs/eng/plumb)).

If you are unsure about other possible permitting requirements for your project, call LURC for guidance.

### ... POST YOUR CERTIFICATE

When you receive your LURC permit, you will also receive a **permit certificate**. Post your water-proof certificate in a visible location during construction. This lets the Commission's staff and others know that your construction is authorized.

## NEED HELP?

The Commission's staff is available to meet with you on site before construction activities begin. Our staff can review your permit with you, help you determine setbacks and explain the requirements for vegetation clearing, erosion control, as well as your permit conditions of approval. To schedule a pre-construction site visit, call the LURC office that serves your area.

#### AUGUSTA OFFICE

*Main LURC office*

286 Water Street—Key Tower    Tel. (207) 287-2631  
22 State House Station    FAX (207) 287-7439  
Augusta, ME 04333-0022    TTY (207) 287-2213

#### ASHLAND OFFICE

*Serving Aroostook County northwest of I-95*

45 Radar Road  
Ashland, ME 04732-3600  
Tel. (207) 435-7963  
FAX (207) 435-7184

#### CHERRYFIELD OFFICE

*Serving Hancock and Washington Counties  
and Coastal Islands in LURC Jurisdiction*

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P.O. Box 269  
Cherryfield, ME 04622  
Tel. (207) 546-2455  
FAX (207) 546-2799

#### EAST MILLINOCKET OFFICE

*Serving Penobscot, Southern Aroostook,  
and portions of Piscataquis Counties*

191 Main Street  
East Millinocket, ME 04430  
Tel. (207) 746-2244  
FAX (207) 512-1003

#### GREENVILLE OFFICE

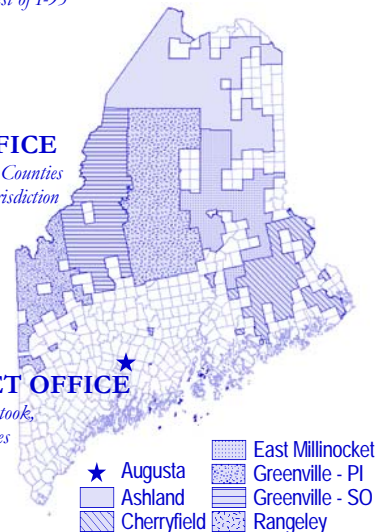
*Serving Piscataquis and Somerset Counties*

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#### RANGELEY OFFICE

*Serving Franklin and Oxford Counties*

2352 Main Street  
P.O. Box 887  
Rangeley, ME 04970  
Tel. (207) 864-5064  
FAX (207) 512-1004



#### LURC IS ONLINE!

Visit our web site at  
[www.maine.gov/doc/lurc](http://www.maine.gov/doc/lurc)  
to browse our rules, meeting  
agendas, and other information.

## MAINE LAND USE REGULATION COMMISSION

Department of Conservation

# ABOUT YOUR LURC BUILDING PERMIT



## BEFORE YOU BUILD ... READ THIS IMPORTANT INFORMATION

# FREQUENTLY ASKED QUESTIONS ABOUT ...

## CLEARING, FILLING, GRADING

**PLAN AHEAD:** Build far enough away from waterfront, road and property line buffers so that you have adequate space between your structures and the buffers. Make sure all areas of soil disturbance are outside these buffers.

Your permit limits the amount of **vegetation clearing, filling and grading** that may occur on your property. This affects the type and amount of trees, shrubs, groundcovers and other vegetation that may be removed, as well as how and where earth-moving activities may occur.

Clearing, filling and grading activities are restricted within 100 feet of lakes and rivers, 75 feet of small ponds and streams, and 50 feet of public roadways. Call the LURC office that serves your area if you need help figuring out how much vegetation you may clear or where you can disturb soils on your property.

## PREVENTING EROSION AND SEDIMENTATION

Runoff from construction sites is a big **threat to Maine's water quality**. That's why your permit requires you to prevent and control erosion and sedimentation during and after construction. Remember:

**AVOID DISTURBING SOIL:**  
If you can't avoid it, try to reduce the amount of soil disturbance.

- ▶ Avoid disturbing soil, especially when the ground is wet or frozen.
- ▶ Use "Best Management Practices" to stabilize disturbed soils, both during and after construction.
- ▶ Be sure all sediment control devices (silt fencing, hay bales, etc.) are in place before clearing or earth-moving starts.
- ▶ If you need to cross any streams or wetlands, take special care to protect these fragile resources.
- ▶ Avoid removing topsoil from your project area. If you must remove it, place it at least 100 feet from any lakes, ponds, rivers, streams or wetlands.
- ▶ Stabilize all disturbed and stockpiled soils at the end of every work day.
- ▶ Permanently stabilize disturbed soils within a week of completing your construction activities.
- ▶ Remove all temporary erosion control measures after your construction site is stabilized.

## BUILDING A DRIVEWAY

Your permit outlines where and how your **residential driveway** should be built. In general, a driveway must:

- ▶ be located at least 100 feet from lakes or rivers, 75 feet from tidal waters, 50 feet from streams and wetlands, and 15 feet from property lines;
- ▶ have a sustained slope of no more than 8%;
- ▶ be built so that it won't erode or disrupt water drainages, and will divert runoff to a buffer; and
- ▶ be constructed out of clean fill material (i.e. no demolition debris, trash, hazardous or toxic materials).

If your driveway will cross any streams or rivers, you will need to install a properly sized culvert or bridge. Call LURC if you need help designing your driveway or water crossing.

## INSTALLING A WELL

Be sure to **locate and install your well** to prevent contamination from septic systems and other pollutants. If you are near a lake, pond, stream or other water body, it's a good idea to place your well away from the water to keep sediment created during the well installation from entering the water body and to keep surface water from infiltrating your well.

## UTILITY SERVICES

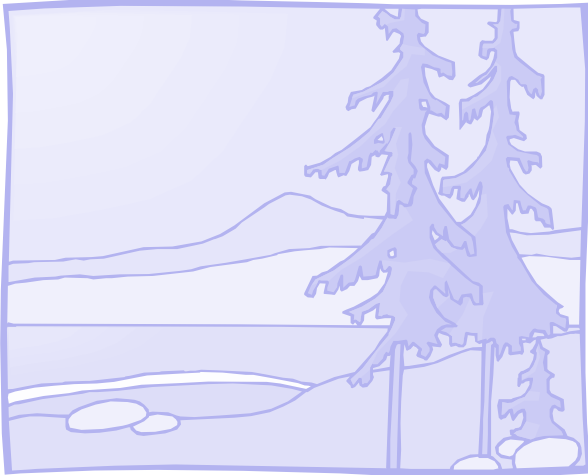
If you wish to apply for **telephone or electric power service**, simply give the utility company a copy of your LURC permit.

## PERMIT EXPIRATIONS

Unless otherwise stated in your permit, construction activities must be started within 2 years of the permit's effective date, and completed within 5 years of the effective date. If these deadlines are not met, **your permit authorization expires** and you will need to apply for a new permit.

## WHEN YOUR WORK IS DONE

Remember to **mail your self-certification form** to LURC, notifying us that all permitted activities have been completed. When your work is done, you may also request a **Certificate of Compliance** (COC) from LURC, certifying that you completed the permitted activities according to the conditions of your permit. Call the LURC regional office that serves your area to obtain a self-certification form or to request a COC.



*The Maine Land Use Regulation Commission was created in 1971 to serve as the planning and zoning board for the state's unorganized areas, plantations, coastal islands and towns without local land use control.*

*The Commission's mission is to extend the principles of sound planning and zoning; preserve public health, safety, and welfare; encourage well-planned, multiple use of natural resources; promote orderly development; and protect natural and ecological values within its jurisdiction.*